

University Baptist Church
WEE School

Parent Handbook

University Baptist Church
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University Baptist Church WEE School

(Weekday Early Education)

Parent Handbook

Welcome to the University Baptist WEE School. The WEE School Program is a ministry of University Baptist Church and provides a learning environment that will help preschoolers grow as Jesus grew, “. . . in wisdom and stature, and in favor with God and Man.” (Luke 2:52) Our program exists for you and your child. We promise to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This Handbook will outline our school program, the mission, and the guidelines under which we operate. This Handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in WEE School.

You are always welcome to visit and make suggestions you feel will make our school a greater place for your child. My goal for every preschooler that attends WEE School is that he or she will find in their heart that wonderful "Preschool Giggle" that only comes during childhood and that it will continue to bubble up inside them all through their life.

It is with great joy that I welcome you to our WEE School Family. When you have questions or needs feel free to drop by my office, the doors are always open. If you do not have a church home I want to personally invite you to join us here at UBC.

Linda Casias
WEE School Director

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Mission Statement

Following the principles outlined in Deuteronomy 6:5-9, University Baptist WEE School extends the ministry of the church through supporting families by providing care, biblical education, and growth opportunities for their children and by providing a program of ministry and outreach to the families of the children enrolled.

Our Bible Verse

“And you shall love the LORD your God with all your heart and with all your soul and with all your might. And these words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. And you bind them as a sign on your hand and they shall be as frontals on your forehead. And you shall write them on the doorposts of your house and on your gates.” Deuteronomy 6:5-9

Educational Philosophy

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow your child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff. We will keep you informed of the thematic units planned for your child’s class.

Standards

The WEE School operates under standards of the Department of Family Protective Services (DFPS) Child Care Regulations (CCR) and is inspected by the San Antonio Metropolitan Health District and City of San Antonio Fire Prevention Division. Inspection results are available for review in the school office.

Local DFPS licensing contact: (210)-337-3399

Minimum Standards for Licensed Child Care Centers: <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Public Website for Licensing: https://www.dfps.state.tx.us/child_care/

Report Abuse and Neglect: http://www.dfps.state.tx.us/contact_Us/report_abuse.asp

Report Abuse and Neglect Hotline: 1-800-252-5400

Covid -19 Policies and Procedures

Covid-19 Policies and Procedures are located on our website and you may request a copy for your review in our front office. All information is attached in addendum to our Parent Handbook.

School Calendar

Holidays

WEE School is in operation from September thru May and follows the Northside Independent School District’s (NISD) Calendar holiday schedule; however, we do not observe bad weather makeup or early release days. WEE School’s first day of school is one week after NISD and our last day of school is one week prior to NISD.

Bad Weather Days

In the event of inclement weather, the WEE School will operate in accordance with NISD Boone Elementary (210-397-1450). In the event of any other unforeseen emergency, parents will be informed as soon as possible.

WEE Program

Your child will participate in a variety of learning centers, which include art, reading, blocks, puzzles, manipulatives, nature, dramatic play, and music/movement. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories are implemented into the WEE School curriculum. We use the A Beka Language Arts and Math Curriculum along with the Quirkles Preschool Science Curriculum.

Our teachers are crucial to the quality of this program. They have been carefully chosen for their warmth and nurturing skills. Our teachers participate in an ongoing training program as mandated by DFPS which requires a minimum of 24 hours continuing education and Director participates in 30 hours of continuing education per school year. All of our teachers are certified in pediatric CPR and first aid. Teachers who care for children under 24 months of age are also required to take courses in: Safe Sleep: SIDS, Infant Brain and Development, Abusive Head Trauma and Shaken Baby Syndrome. There is a Safe Sleep policy for your review in the back of our Parent Handbook.

Policies

❖ Age of Child

WEE School is licensed for children ages birth through school age 5 and up.* Children will be placed in the appropriate class according to the age of your child **on or before September 1st of that school year.** Children enrolled in the three (3) year old class must be potty trained. Children enrolled in the four (4) year old and Kindergarten classes must be self-sufficient in the rest room.

❖ Admission Records

All registration forms must be completed and all fees must be paid before a child is admitted to the school. ***Your child's physician must either sign a Physician's Healthcare Statement, email or fax documentation stating your child has had a physical within the past 12 months prior to enrollment. We must also have a record of his/her most current immunizations. Your child will not be allowed into the classroom without the required documentation.***

* Based on need and availability of resources

❖ Fees and Payments

Payment statements will be distributed during the last week of the month with your payment schedule and any additional late fees noted. We accept several different methods of payment. When paying by cash, check or money order you may use the payment drop box located in the front of our foyer. You may also pay by credit/debit card by going to www.ubcsa.org/wee-school and using our UBC WEE School PushPay online giving platform. **Families will be charged a \$25.00 NON-REFUNDABLE PushPay online transaction fee per semester to utilize this service.** Tuition is due on the first day of every month. **A \$15.00 late fee will be assessed for tuition that is received after the 5th of every month. There will be a \$25.00 insufficient fee for returned checks or declined online transactions.**

If you have any questions regarding your account, please call or come by the school office. WEE School reserves the right to refuse care for a child if the parent's account is delinquent by 2 months and the parents have refused to pay outstanding charges. We will be glad to help you in any way we can.

❖ Arrival and departure

- 8:30 a.m. – 2:30 p.m., Monday – Friday
- School starts at 8:30 a.m.
- For Security – Our doors will remain locked between 9:00 a.m. – 2:00 p.m. Doors will **open for drop off at 8:30 a.m.** and then again for pick up at 2:00 p.m. We do NOT have tardy slips and parents are welcome to drop-off and pick-up at anytime during normal business hours.
- Please sign the **Sign In/Sign Out Sheet** when bringing and picking up your child. Persons bringing or picking up a child will need to confirm that the teacher is aware of the child's arrival or departure.
- Children must be picked up by 2:30 p.m. **At 2:40 p.m. a late charge of \$10.00, per child per occurrence, will appear on your next month's payment statement, with an additional fee of \$1.00 per minute per child, will be assessed after 2:40 p.m.**
- Your child will only be released to those persons authorized to do so on the Registration Form.[†]

PLEASE SEE POST COVID-19 PARENT HANDBOOK FOR UPDATED POLICIES AND PROCEDURES REGARDING DROP-OFF AND PICK-UP PROCEDURES DURING OUR PUBLIC HEALTH EMERGENCY

❖ Drop-In Policy

Parents must first check with your child's teacher to make sure there is space available within the child to teacher ratio for the requested day. Parents are responsible for notifying the director in writing that their child will be added to the class ratio. There is a \$35.00 daily drop-in fee that will be added to the monthly tuition.

[†] In the event of an emergency, please make direct contact with the Director to inform him or her of any extenuating circumstance.

❖ Release of Children

Child Care Licensing requires WEE School to have a sign-in and sign-out policy for each child being dropped off and picked up in each classroom. Sign-in sheets will be by the door of each classroom or with the teacher when they are out of the classroom. Only the persons authorized by the parents to pick up the child will be permitted to sign children out. When someone other than parent or guardian is picking up a child, the following procedure is followed; parents notify the school in writing stating the name of the person who will come for the child. The staff will verify the name and a copy of the driver's license or other photo ID will be placed in the child's personal folder. If a parent notifies WEE School by phone, the same information is required.

❖ Parental Notification

We believe that teachers and parents are a team that helps each child develop to his/her full potential. Therefore, we keep parents well informed of school events, activities and policies. Policy changes will be distributed to each family in writing within one week of the policy change. A signed acknowledgement of the changes will be kept in each child's file. WEE School issues a yearly calendar that outlines the specific dates the school will observe for yearly events. This calendar can be changed at any time. **Please check your child's communication folder daily for important information.** Teachers provide a monthly newsletter sent to parents to announce monthly events, curriculum schedule and special happenings in each of your child's classroom.

Remind App

Parents are encouraged to join our Remind App platform to receive information for WEE School either on your phone or sent to you by email. Please contact the WEE School Director to receive WEE School Remind Code.

❖ Food

Parents will provide a nutritious, **ready-to-eat lunch** for their child. We do NOT have microwaves in the classrooms; however, there is a small refrigerator in each room to use if needed. You may use ice packs to keep your child's lunch cold. Each container should be **labeled** with the child's name. We will provide morning snacks for the children. In the event your child has a food allergy or a parental choice food restriction; we ask that you provide a snack to be given to your child. WEE school is not responsible for the nutritional value of your child's lunch or for meeting your child's daily food needs. Parents are also required to bring a water bottle or thermos **labeled** with their child's name on it to keep readily available in their cubbies and for outdoor play every day. In the event your child does not have a water bottle/thermos or lunch provided; parents will be notified to bring one to school. If parents cannot provide a water bottle/thermos; Wee School will provide a drink and include a \$1.00 drink fee on financial statement. If parents cannot provide a lunch; WEE School will provide snacks and include a \$3.00 lunch fee on financial statement.

Parents must notify both the Director and the teacher of any food allergies that the child may have. In accordance with Child Care Licensing, parents must provide documentation of the specific food allergy, along with a signed Physician's treatment plan when medication is to be administered.

Breastfeeding Area:

If you are breastfeeding your child, you may use room 4109 in the children's building. In addition you may provide breastmilk for your child while they are in our care.

❖ **Clothing**

- Washable play clothes are the most suitable. Please keep in mind children who are potty training will require clothing that is convenient for them to handle self sufficiently.
- **PARENTS WILL PROVIDE A COMPLETE CHANGE OF CLOTHING** for their child to either remain in their backpacks or in a Ziploc bag to remain at school. This will include a shirt, pants/shorts, under garments, and socks. For your convenience you may store your child's change of clothing in their classroom. Please be aware of the change in seasons and check that clothing is appropriate for seasonal climate changes. If you do not have an appropriate change of clothing, you will be called to bring a comfortable change of clothing for your child if needed.
- Children who are toilet-training will need a sufficient amount of training pants and/or Pull-Ups with easy open sides.
- All children who are walking must have shoes. **Children may NOT wear flip-flop shoes at any time.** Children need good sturdy footwear to participate in outdoor play. Child Care Licensing requires children to wear shoes at all times; including your child's nap/quiet time.
- All clothing and other belongings should be **labeled** with your child's name.

❖ **Health and Safety**

Upon arrival, all students will have a visual health assessment performed to check for possible signs of illness; such as fever, red/pink eyes, visible rash, cough, lethargy etc.

A current record of the child's immunizations must be furnished and kept up to date.

A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC §97.62 (relating to Exclusions from Compliance). You can find more information regarding the Department of State Health Services' exemptions at <http://www.dshs.state.tx.us/immunize/default.shtm>

Procedures for medical emergencies:

In the event of an accident or illness requiring medical attention, we will call 911 immediately and contact the child's parent. We will not transport your child to a medical facility. If necessary, office staff or the Director may take appropriate action to care for the child. In case of minor accidents, the child will receive first aid by a staff member and the parent/s will be notified of the event.

Children will NOT be accepted into school if they are ill (Fever, diarrhea, vomiting, or a visible rash). The State requires that we not admit a child with a temperature of 100.2 degrees or higher. We are depending on you to help us maintain this policy. WEE staff will do a brief health check when children enter their classroom and look for signs of illness (excessive coughing, sneezing, runny nose, lethargy etc.). To prevent further spread of communicable disease, staff may visually check for spread of rash under clothing. Parents will be notified to pick up their child immediately if signs of illness occur during the day. Children must be free from above symptoms for 24 hours prior to returning to school. The State requires that parents be notified when a child has been exposed to a communicable disease within the school. Parents should likewise notify the school when children are exposed to a disease outside the school so the other parents can be notified.

- **Medications**

WEE School teachers may NOT administer any medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. All medications should be administered by a parent; this includes insect repellent and sunscreen. Over the counter medication is not permitted at WEE School. Please remove all medication from your child's backpacks/diaper bags prior to dropping off in classroom. Prescription medication will be brought to administrative office and will be administered at the director's discretion. Prescription medication must have a label with your child's name, expiration date and amount to be administered by a physician. A MEDICATION AUTHORIZATION form must also be filled out by a legal guardian.

WEE School does not supply sunscreen or insect repellent for students. Parents may provide over the counter sunscreen and insect repellent for staff to apply as needed. Medication forms are available in the front office.

- **Hearing and Vision Testing**

A certified UBC staff member or volunteer will screen all children in the Pre-K and Kinder classes as required by minimum standards. Parents will be notified of the test results.

❖ **Water Activities and Swimming Pool**

Parents will be notified in writing one week in advance of water play activities.

❖ **Field Trips/Transportation**

WEE School does not provide transportation to or from school. WEE School does not participate in outside field trips.

❖ **Animals**

WEE School does not allow pets or any animals to be brought to school. Parents will be notified in writing one week in advance if any animals will be brought to school for special events.

❖ Tuberculin Testing Requirements

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

❖ Vaccine Preventable Diseases – Staff

We do not require employees of WEE to obtain immunizations. We leave this decision to the staff member, as determined between doctor and patient.

❖ Refusal of Care

The WEE School will demonstrate good faith efforts to comply with the Americans Disabilities Act. Individual consideration shall be given for each request for enrollment. The program makes an effort to accommodate all children, but we reserve the right to not accept a child whose needs require individual attention or resources that can't be met by available staff.

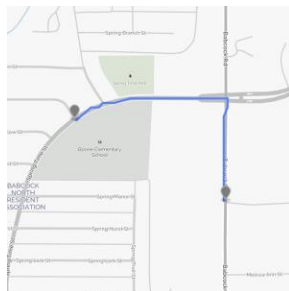
❖ Emergency Evacuation Drills and Relocating Plans

When the decision is made to evacuate the Center facility, The Director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will be responsible to notify 9-1-1 of the emergency from a cell phone outside the building once the evacuation is complete and communicate what type of emergency is present. All teachers shall be responsible to bring all attendance sheets, child rosters with parent contact information. Upon arriving at their designated evacuation assembly area, all children must be physically accounted for with the sign-in logs and the results reported to the Director.

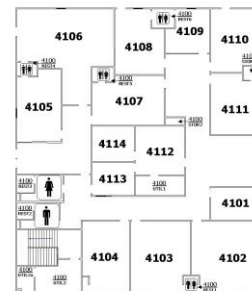
Children under the age of 24 months will be evacuated via an emergency evacuation crib. Each child will be placed in one crib and wheeled out to our black top.

Any child with limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be escorted by hand with a teacher and/or administrative assistant to our black top.

In case of an emergency we will relocate to
Boone Elementary School
6614 Spring Time Dr.
Phone: 397-1450



**ASSEMBLY AREA
BASKETBALL
BLACTOP**



- ❖ Tornado and severe weather drills are conducted 3 times per school calendar year. Teachers shall be responsible to bring flashlights, all attendance sheets, child rosters with parent contact information to their designated safe area; this may include a room centrally located without windows or in the hallway away from closed doors and windows. Children under the age of 24 months will be transported via an emergency evacuation crib. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.
- ❖ Lock Down drills are conducted 3 times per school calendar year. Doors remain locked for security from 9:00am – 2:00pm. Any unauthorized person must check in to the front office while the school is in session. Teachers will have their flashlights, attendance sheets and child rosters with parent contact information and proceed to their designated safe area. Children under the age of 24 months will be transported via an emergency evacuation crib. The director will make all calls necessary for the safety of the children. Parents will be notified of the emergency via cell phone.

❖ **Discipline and Guidance Policy**

The staff of the WEE School uses positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction at all times. **NO PHYSICAL PUNISHMENT WILL BE USED ON A STUDENT.**

The school reserves the right to dismiss a child with one-week notice for serious behavior problems. However, dismissal may also result immediately if the Director feels the school, teacher or another child is in jeopardy. A child's dismissal from the school may not result in fee reimbursement. A complete Discipline and Guidance outline is available for your review in the back of our Parent Handbook. **Please sign and return the Parent Handbook Acknowledgement Form located in your Enrollment Packet within one week of your child's first day of school.**

❖ **Unacceptable Behavior Policy**

WEE School strives to redirect unacceptable behavior whenever possible; however, sometimes we need the help of all parties involved. The purpose of the unacceptable Behavior Policy is to protect the rights of the teachers and staff of our school and those rights of other children who sometimes become victims of an aggressive child. A complete outline of our Unacceptable Behavior Policy is available for your review in the back of our Parent Handbook. **Please sign and return the Parent Handbook Acknowledgement Form located in your Enrollment Packet within one week of your child's first day of school.**

❖ **Biting Policy**

One of our primary goals is to provide a safe and loving learning environment for children. Biting is a natural developmental stage that many children go through. The safety of the children at the center is our primary concern. WEE School's biting policy addresses the actions the staff will take if a biting incident occurs. A complete outline of our Biting Policy is available for your review in the back of our Parent Handbook. **Please sign and return the Parent Handbook Acknowledgement Form located in your Enrollment Packet within one week of your child's first day of school.**

❖ **Parent Participation**

Parents may visit the school at any time; however, please be considerate of the child's classroom schedule. Parent-Teacher conferences are welcomed and result in a better understanding and guidance for the child. You may contact the school or teacher to schedule a conference either by phone or email.

Parents of infants and toddlers will receive a daily progress report. Parents of PreK3 and PreK4 students will receive a weekly report of activities, lessons and special events. All classes will receive a monthly newsletter notifying the parents of their monthly classroom agenda. Please check your child's "take-home" folder daily for any important information.

❖ **Birthdays**

Your child's birthday may be celebrated at school. Please let your child's teacher know one week in advance that you wish to furnish refreshments. Parents furnishing refreshments must make allowances for children with allergies. The teacher will tell you how many children to plan for. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class.

❖ **Toys**

Occasionally your child's teacher may request a specific "Show & Tell" item to be brought for class participation. Toys should not be brought except when requested by the teacher. Toy guns/weapons are NOT ALLOWED. Please do not send valuable items as the school assumes no responsibility for loss/damage/theft. All toys brought to school must be labeled with your child's name on each item.

❖ **Gang Free Zone**

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

❖ **Child Abuse**

WEE School is required by law to report all suspected child abuse/neglect.

Report Abuse and Neglect: http://www.dfps.state.tx.us/contact_Us/report_abuse.asp

Report Abuse and Neglect Hotline: 1-800-252-5400

All employees are required to receive annual training on abuse & neglect in order to increase employee awareness of warning signs that a child may be a victim and prevention techniques.

- Parents will receive an abuse & neglect informational flyer upon enrollment.
- The Director or Assistant Director is available to help parents find intervention & assistance if their child is a victim of abuse & neglect.

❖ **Commitment**

Cooperation with the WEE School's policies, as well as parent participation, is critical to the health and well being of the school and your child.

SAFE SLEEP POLICY

This form provides the required information per minimum standards 746.501(9) for the safe sleep policy.

DIRECTIONS: Parents will review this policy upon enrolling their infant (Infant-A child from birth through 17 months) 746.123 at UNIVERSITY BAPTIST CHURCH WEE SCHOOL and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of SIDS at <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-safe-sleep.aspx>

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing _____ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

Discipline and Guidance Policy

University Baptist WEE School

- Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

UNIVERSITY BAPTIST WEE SCHOOL **UNACCEPTABLE BEHAVIOR POLICY**

WEE School strives to redirect unacceptable behavior whenever possible; however, sometimes we need the help of the parents and all parties involved. The purpose of this form is to protect the rights of the teachers and staff of our school and those rights of other children who sometimes become victims of an aggressive child.

If a child deliberately inflicts physical harm to another child or to a staff member, or disrupts the learning environment, all actions will be documented on Discipline and Guidance Report and the following procedures will occur:

1st OFFENSE:

Parents notified in writing of the specific incident at the end of the day and will have signed a copy of the Discipline and Guidance Report.

2nd OFFENSE:

Parents called and notified in writing of the specific incident at the end of the day and will have a signed copy of the Discipline and Guidance Report.

3rd OFFENSE:

Parents called and notified in writing of the specific incident at the end of the day and will have a signed copy of the Discipline and Guidance Report. Parents and involved staff will schedule a conference to discuss a plan of action in assisting to resolve the unacceptable behavior.

4th OFFENSE:

Parents called, notified in writing of the specific incident and child must be picked up from the school at their earliest opportunity. WEE School reserves the right to ask that alternate arrangements be made for the care of your child without refund of tuition.

UNCONTROLLABLE BEHAVIOR

If a child requires one-on-one teacher/staff supervision for an excessive amount of time due to behavior that prohibits him or her from being in a group setting, the parents will be called and the child must be picked up from school as soon as possible. The school reserves the right to dismiss a child with one-week notice for serious behavior problems. However, dismissal may also result immediately if the Director feels the school, teacher or another child is in jeopardy. A child's dismissal from the school may not result in tuition or registration fee reimbursement.

UNIVERSITY BAPTIST CHURCH WEE SCHOOL

BITING POLICY

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of the children at WEE School is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children and staff that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted and notified of the Incident Report in writing. Names of the children are not shared with either parent.

WHY CHILDREN MIGHT BITE:

A child may be teething or overly tired and frustrated. He or she might be experimenting, trying to get the attention of their peers or teacher. Toddlers also have poor verbal skills and are impulsive without a lot of self control. Not all children bite out of anger or to hurt another child. Others may bite for defensive reasons if they feel threatened or they could be copying other child or even playful adults and think it is ok. Sometimes biting occurs for no apparent reason.

PLAN OF ACTION:

First, focus and comfort the bitten child. The bite will be assessed, cleansed with soap and water. Ice is placed on the bite to decrease the likelihood of swelling or bruising.

The biting child is calmly removed from the child who was bitten and given a "quiet time." Positive verbal redirection is spoken to the child explaining appropriate behavior for biting, such as "We use our mouths to bite food, not our friends."

PREVENTION:

- Shadow the children who have a biting tendency.
- Plan daily activities that allow children to release frustration, such as outdoor play.
- Have age appropriate toys available that stimulate interest and enough toys to share.
- Help the children put their feelings into words and tell them to use words if they need something. Most importantly, reinforce this with positive praise when he/she acts appropriately.

IF BITING CONTINUES:

- At anytime if the skin is broken due to a bite, parents will be notified in writing, called and asked to pick up the biting child as soon as possible.
- If a child bites twice on any one day, parents will be notified in writing, called and asked to pick up the biting child as soon as possible.
- Once a child has 3 Biting Incident Reports; parents, staff and director will have a conference to discuss a plan of action to assist in common strategies to ensure consistency between the home and school. At this time the child's enrollment will be evaluated to secure the safety of the teacher and other children in the classroom. WEE School reserved the right to withdraw the child from school if the child is adding undue stress on other children or the environment.

Please sign and return the Parent Handbook Acknowledgment Form located in the back of your enrollment packet to the school office within one week of your child's first day of school.



UNIVERSITY BAPTIST CHURCH WEE SCHOOL PARENT HANDBOOK POLICIES AND PROCEDURES UPDATED POST COVID-19

Effective August 4, 2020

Introduction

We, at UBC WEE School place special emphasis on the health and safety of our employees, students and parents as individuals. Many changes have been put in place throughout the state and in the child care centers to keep your children and our community healthy and safe during the response to COVID-19. As COVID-19 remains fluid, UBC WEE School recognizes that no manual may cover all situations. WEE School will update all parties involved as to any policies and procedures that require an addition or change to current Parent Handbook policies. The following are in compliance with Child Care Licensing Minimum Standards Health Protocols and recommendations from the CDC to prevent the spread of COVID-19.

Arrival Procedures

A drop-off carline will be formed underneath our concrete carport. Parents and children will remain in their car while a health screening and temperature check is completed. If either present with a temperature above 100.0 degrees Fahrenheit or signs of possible illness, the child will be excluded from care for 72 hours until they are symptom free without medication. Children will then be escorted to class by a member of designated staff.

- Visitor COVID-19 Screening Questionnaire attached
- Weekly Family COVID-19 Screening Questionnaire attached

Pick Up Procedures

A pick-up carline will be formed underneath our concrete carport. A staff member will escort your child out to your car. If picking up your child before 2:00pm, we ask that you please call ahead so we can have your child ready for dismissal.

Children and staff “school shoes”

Research has found that the COVID-19 virus can be spread by shoes from one environment to another. Children and staff will be asked to provide a pair of clean (Velcro if possible) shoes that can be kept at WEE School and sanitized to wear for classroom and playground activities. School shoes will be kept in the child’s individual cubby and sanitized daily. Shoes from home will be left outside the child’s designated classroom.

Extra Clothes

Each child will be asked to have a complete set of extra clothes to be kept at WEE School. Clothing will be changed if soiled with bodily secretions and placed in a plastic bag. Please replace clothes immediately once used. If a child does not have a clean change of clothes, the parent will be called to provide appropriate clothing. A complete set includes: shirt, shorts or pants, socks and under garments.

Illness Exclusion

Children will not be admitted into care if they have the following symptoms:

Cough	Shortness of breath or difficulty breathing	Chills	
Repeated shaking with chills	Muscle Pain	Sore throat	Headache
Loss of taste or smell	Loss of Appetite	Diarrhea	Vomiting

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours. Parents will be notified once a child presents with the above symptoms.

We ask that your child be picked up within 60 minutes of notification.

Disclosure Statements

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

I will immediately notify UBC WEE School if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above. Further, I will immediately notify UBC WEE School if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

-Family COVID-19 Public Health Emergency Acknowledgment and Disclosure attached

Positive COVID-19 Test

In the event an employee or child in our center test positive for COVID-19; UBC WEE School is to first Notify San Antonio Metropolitan Health Department 210-207-8876 and Health and Human Services Child Care Licensing 210-337-3399. Both departments will then determine the course of action set forth for our center. UBC WEE School will notify parents in writing and via Remind App as to the procedures necessary for closure and sanitation. The employee or child will then quarantine for 14 days beginning the day of notification and will be eligible to return to work or school with a negative test result. UBC WEE has the right to take all precautionary measures necessary for the health and safety of our staff and children to proceed with closure in the interim prior to guidance from SAMHD and HHSCCL.

In the event an employee, child or family member has been **exposed to someone who test positive** for COVID-19 outside our center, you must inform the director immediately and we ask that you exclude your child from UBC WEE School for 14 days beginning the day of notification.

In the event an employee, child or family member has been **exposed to someone who is waiting on results** for a COVID-19 test outside our center, you must inform the director immediately and we ask that you exclude your child from WEE School until a negative test result is available.

San Antonio Metropolitan Health Department and Health and Human Services Child Care Licensing requires UBC WEE School to only report positive COVID-19 test results for employees and children who are enrolled in our center.

Out of the Country Travel

Parents will notify UBC WEE School anytime they have traveled. UBC WEE School has a right to exclude the child from care if they or a member of the household has traveled to an area that has been identified by the CDC as "at risk" location.

Material Sharing

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

Toys/Personal Belongings

Personal belongings will be limited. In order to prevent unnecessary germs from the outside, we ask that children not bring personal play items from home. Please leave all valuable items at home; WEE School cannot be responsible for lost or broken items.

Nap Mats

Families must provide a tri-fold Kinder Mat, which will be left at the center and sanitized daily. Kinder mat covers such as a crib sheet or body pillowcase are optional. Blankets and small pillows will be allowed for quiet/nap time and must be small enough to fit in their individual nap mat cubby. Children will be allowed one 'comfort item' for their quiet/nap time. The 'comfort item' must remain in their backpack until their designated quiet/nap time. All items must be labeled with their child's name on them. All linens will be sent home weekly for washing. Large sleeping bags, large pillows and cloth rolling mats are not permitted.

Snack and Lunch

Children's snacks will be served on individual plates, cups and bowls. You may also choose to provide an individual snack for your child. Children will only be allowed to eat during their designated snack/lunch time in order to maintain sanitary health protocols while food is exposed. Parents are encouraged to send lunch items that are readily available for children to open in order to limit staff exposure of multiple households. Staff will wear gloves and wash hands to prevent cross contamination.

Make-Up and Drop-In Days

In effort to keep our ratio below minimum standards along with enhanced health protocols, make-up and drop-in days will not be permitted while COVID-19 is perceived at a heightened risk. Every effort will be made to keep the same children in the same classes as much as possible.

Mixing Classrooms/Combining Children

Employees are not to combine classrooms or mix groups without approval from the director. Combining classrooms and mixing groups is strongly discouraged unless absolutely necessary.

Personal Protection Equipment

Employees may use Personal Protection Equipment such as masks, gloves and face shields as needed, as long as this is done in a way that does not harm or scare the children. UBC WEE School will continue to follow all recommendations provided from our local and state agencies. Therefore, employees, visitors and children over the age of 10 must wear a face mask when mandated from such agencies. Children 10 and under are not required to wear a face mask while in the building, exercising outside, eating or sleeping.

-Face Covering Acknowledgment and Agreement attached

Enhanced Cleaning and Disinfecting Protocols

Our staff is trained on the latest health and safety procedures we have in place to reflect the most recent guidance from the CDC as well as from local, state and federal authorities. These procedures include enhanced cleaning throughout the day, paying particular attention to high-touch areas such as doorknobs, toilets, faucets, countertops, light switches and phone handles. Toys will be sanitized throughout the day and at the end of every day. Our janitorial service providers will continue nightly cleaning procedures and follow all CDC guidelines in preventing the spread of COVID-19.

Tuition Policies

If the center or your child's individual classroom is required to close due to pandemic reasons, full tuition will be required up to 14 calendar days of closure.

If the center or your child's individual classroom is closed longer than 14 calendar days, 50% of monthly tuition will be applied as a tuition credit for the following month OR you may request a 50% refund in writing. Please see Director for Financial Reimbursement Request Form.

If the center remains open and you choose to keep your child home due to pandemic reasons, full tuition will be required to hold their spot.

Parents must give a 2 weeks written notice to withdraw from the program if they feel it is in the best interest of their family. A full registration fee will be required to reenroll in the program once withdrawn.

**UBC WEE SCHOOL FAMILY
COVID-19 PUBLIC HEALTH EMERGENCY
ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT**

Effective August 4, 2020

This should be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. ____/____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that during drop-off and pick-up I MUST wear a mask at all times. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

2. ____/____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST sanitize my hands before entering, remove shoes or place protective shoe covering on and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.

3. ____/____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day any of the following symptoms appear my child will be separated from the rest of the people in the center, I will be contacted and my child MUST be picked up from the facility within 60 minutes of being notified. If my child or a member of our household is experiencing any of the following symptoms, my child will be excluded from the program.

SYMPTOMS INCLUDE: *fever of 100.0 degrees Fahrenheit or higher *dry cough

*Shortness of Breath *Chills *Loss of taste or smell *Loss of Appetite *Sore Throat

*Muscle aches *diarrhea *nausea *vomiting *headache

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. ____/____ I understand that my child's temperature will be taken periodically throughout the day while on facility premises.

5. _____ / _____ Children enrolled in the facility will not be required to wear a mask. Children 2 years of age and under should not wear a mask. If my child who is 10 years and older and visiting UBC WEE School, they will be required to wear a mask at all times while in the facility and on facility premises. Children eating and sleeping will not be wearing a mask.
6. _____ / _____ I understand that my child will be required to wash their hands using CDC recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
7. _____ / _____ I understand that I must bring my child a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. Staff will remove my child's shoes at the entrance of their assigned classroom. Staff will assist the child putting on their "center only shoes". My child and the teacher will immediately wash their hands once in the classroom. At pick up, staff will remove the child's "center only shoes" and assist in putting on my child's outside shoes. My child and staff member will sanitize their hands before my child is released. The children's "center only shoes" will be sanitized by staff each night.
8. _____ / _____ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all CDC recommendations, state and local restrictions and recommendations regarding limiting/reducing my risk and my child's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
9. _____ / _____ When gathering socially with anyone that does not live in our household we will maintain social distance of at least 6 ft and wear a face mask until such time as it is determined by state and local health officials that the COVID-19 Public Health Emergency is over. We will not gather socially with anyone not complying with social distancing and face mask recommendations or who have any of the symptoms listed in No.3 above. We will not gather socially with anyone presumed positive or who has tested positive even with a face mask and/or social distancing.
10. _____ / _____ I understand that to limit the exposure risk for everyone in the center my child will be excluded from the program for 14 days, upon return, if my child or anyone from our household travels to any country, state, county or city that is considered to be a "hot spot" for COVID-19 infections. Further, if travelers from locations considered "hot spots" visit/stay in our home, my child will be excluded from the program for 14 days from the last day of their visit/stay. I further acknowledge that tuition will be due in full during any 14 day period the child is not permitted to attend the program as the child is still enrolled in the program.

11. _____ / _____ I will immediately notify the WEE School Director if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in No.3 above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify WEE School Director if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person. **This is not a HIPPA/Privacy violation as we are not requiring you to disclose the identity of the person.*

12. _____ / _____ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children and their families as safe as possible.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by University Baptist Church WEE School will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another child, employee or their family member to COVID-19.

Child's Name: _____

DOB: _____

Child's Name: _____

DOB: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature

Date

Parent/Guardian's Name: _____

Parent/Guardian Signature

Date

WEE School Director

Date



WEEKLY FAMILY COVID-19 SCREENING QUESTIONNAIRE

The safety of our children and employees is our paramount priority. As the Coronavirus (COVID19) pandemic continues, we are monitoring the situation closely and following guidelines from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the Coronavirus and reduce the potential risk of exposure to our school, we are asking families to complete and submit this questionnaire each week prior to dropping off their child/children. Please do not sign your child into care until your responses have been reviewed and your entry has been approved.

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you, our children and our employees.

Parent/Guardian Name _____ Temperature _____

Child/Children's Name _____ Temperature _____

Today's Date _____

Contact Phone Number _____

Representations (please circle YES or NO)

- Over the past 7 days have you or anyone in your household experienced any of the following symptoms?
(please have your temperature taken by UBC staff before you answer this question.)

Yes	No	Fever (100.0 or greater)
Yes	No	Cough
Yes	No	Shortness of breath or difficulty breathing
Yes	No	Sore throat
Yes	No	New loss of taste or smell
Yes	No	Loss of Appetite
Yes	No	Chills
Yes	No	Headache or Muscle Pain
Yes	No	Nausea, Diarrhea or Vomiting

- In the past 7 days, have you or anyone in your household been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

Yes No

- In the past 7 days, have you or anyone in your household been in close proximity to anyone who has tested positive for COVID-19?

Yes No

- Have you or anyone in your household been tested for COVID-19 and are you waiting to receive test results?

Yes No

5. Have you or anyone in your household tested positive for COVID-19, or are you or anyone in your household presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?
Yes No

6. In the past 7 days, have you or anyone in your household been on a commercial flight or traveled outside of the United States?
Yes No

7. In the past 7 days, have you or anyone in your household been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?
Yes No

8. Is there any reason why you feel you or anyone in your household are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by leaving your child in the facility?
If "yes", please provide a brief explanation.
Yes No

Explanation: _____

If you answered "YES" to any of the above, you will be denied entrance at this time.

Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

I understand upon signing my child into school every day, I acknowledge the above statements are true and accurate to the best of my knowledge.

I understand that any false information given above will lead to permanent dismissal from University Baptist Church Weekday Early Education.

Signature: _____ Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential.